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Training Need Assessment			
Name:	Department:		
REGISTERED NURSE SKILLS	Skills Needed (Y/N)	Current Rating of Skill on scale 0 - 5	
Maintaining Patient Charts			
Management of Open Wounds			
Maternal Care after delivery			
Medical/Surgical Care			
Medications			
Monitoring Vital Signs			
Narcotics Handling Protocols			
Neonatal Care			
Neurological Monitoring			
Obstetrics			
Operating Room Nursing			
Pain Management			
Patient Assessment			
Patient Education			
Patient Evaluation			
Patient History			
Patient Monitoring			
Patient Care			
Pediatric Care			
Physical Assessments			
Prenatal Care			
Psychiatric Care			
Record Keeping - Stock & Inventory Management			
Rehabilitation			
Seizure Precautions			
Shunt Dressing Change			
Sterile Scrub Sponge Change			
Suctioning of the Tracheostomy Tube			
Surgery Preparation			
Suture Removal			
Team Work Essentials			
Telemetry Care - Central Monitoring			
Time Management			
Total Parenteral Nutrition and Lipids			
Tracheotomy Care			
Transparent Wound Dressings			
Urine Testing			
Venipuncture			
Ward Rounds			
Wet Sterile Dressing			
Withdrawal of Blood Samples			
Wound Irrigation			

Prepared by: Signature Date:

Training Need Assessment			
Name:	Department:		
REGISTERED NURSE SKILLS	Skills Needed (Y/N)	Current Rating of Skill on scale 0 - 5	
Wound Management			
Personal Traits			
Accuracy			
Attention to Detail			
Communication - Verbal			
Communication - Written			
Compassion			
Cooperation/Cohesion in Team			
Customer Service			
Defusing Patient Anger/Frustration			
Dependability			
Empathy			
Listening			
Multitasking			
Organizational Skills			
Patience			
Positive Attitude			
Prioritizing			
Problem Solving			
Resolving Conflicts			
Safety Oriented			
Sense of Humor			
Tact			
Interpersonal Skills			
Directing Group Activities			
Instructing Family Members Regarding Care			
Mentoring New Staff			
Orienting patients to Daily Routine			
Reassuring patients and families			

Prepared by: Signature Date:

Training Need Assessment			
Name:	Department:		
REGISTERED NURSE SKILLS	Skills Needed (Y/N)	Current Rating of Skill on scale 0 - 5	
Accuracy - Monitoring			
Adolescent Care			
Administration of Medications			
Ambulance Call & Transfer			
Antibiotic Therapy			
Assisting in procedures			
Assisting With Exams and Treatment			
Bedside Monitoring			
Bladder Irrigation			
Blood Administration			
Blood Glucose Testing Devices			
Cap/Mask/Gloves/Gown Change			
Cardiac Care			
Care of Gastrostomy Tube			
Catheter Care			
Catheterization			
Central Line Dressing			
Charge Nurse - Essentials in team leading			
Chemotherapy Administration			
Communication- Verbal			
Communication- Written			
Data Management - Use of PC			
Dialysis Care			
Discharge Processing			
Documentation			
Dressing Application			
Dressing Change			
Dry Sterile Dressing Application			
Electronic Health Records or HIS			
Emergency Room - Triage			
Ethics			
Eye Care			
Family Education			
Geriatric Care			
Home Care Counselling			
ICU - Essentials			
Infection Control & Prevention			
Injections Administration - Drug calculation			
Interpersonals			
IV Therapy - Fluid Administration			
Lab Testing Details			
Leadership			

Prepared by: Signature Date:

Training Need Assessment			
Name:	Department:		
Assistive Nursing Personnel SKILLS	Skills Needed (Y/N)	Current Rating of Skill on scale 0 - 5	
Patients Care Skills			
Administering Heat and Ice Packs			
Ambulance Call & Transfer			
Ambulating (without devices)			
Applying and Changing Wraps and Bandages			
Assisting with Elimination and Toileting Process			
Bathing and Showering patients			
Changing Bed Linens- Occupied/Unoccupied			
Communicating with Patients with Hearing, Vision and Speech Loss			
Dressing Patients with Physical Challenges			
Encouraging/Motivating Patients/Basic Counselling & Patients' Education			
Feeding			
Identify Patient Needs			
Lifting, Positioning and Transferring Patients			
Patient Care - Monitoring Vitals			
Personal Hygiene			
Providing Comfort Care			
Providing Dental Care			
Serving Food and Drinks in Accordance to Dietary Needs			
Skin Care			
Tasks Assignments as allocated			
Teamwork			
Time Management - (Scheduling of tasks)			
Transfer and Discharge of Patients			
Transporting Patients (Bed/Trolley/Wheel Chair)			
Personal Traits			
Accuracy			
Attention to Detail			
Communication - Verbal			
Communication - Written			
Compassion			
Cooperation/Cohesion in Team			

Date:

Prepared by:

Signature:

Fortis Clinique Darné
Wellkin Hospital

Training Needs Assessment (TNA) Guidance

A comparison of some of the factors between in-depth and a mini assessment follows:

	In-depth	Mini
Type of Information	**Quantitative**	**Qualitative**
Methods	• Multi-tiered approach • Surveys • Observation • Interviews • Focus groups • Document Review	• Interviews • Focus groups
Scope	▪ Widespread organizational involvement ▪ Broad ranging objectives	▪ Fewer people involved ▪ Short term focus
Length	▪ Several months to a year	▪ Few days to a week
Cost	▪ Expensive	▪ Inexpensive
Focus	▪ Linked to defined outputs	▪ Immediate, quick results
Exposure/Visibility	▪ High profile and risk	▪ Lower risk

Steps in the Needs Assessment Process:

Step One: Identify Problem Needs

- Determine organizational context;
- Perform gap analysis;
- Set objectives.

Step Two: Determine Design of Needs Analysis

- Establish method selection criteria;
- Assess advantages and disadvantages for methods.

Step Three: Collect Data

- Conduct interviews;
- Administer questionnaires and surveys;
- Review documents;
- Observe people at work.

Step Four: Analyze Data

- Conduct qualitative analysis; or
- Conduct Quantitative Analysis;
- Determine solutions/recommendations.

Step Five: Provide Feedback

- Write report and make oral presentation;
- Determine next step – Training needed?.

Step Six: Develop Action Plan

Once this formal needs assessment process is completed the information is used as the basis for training design, development and evaluation.

However, we must continue to assess the attitudes, knowledge and skill level of participants prior to each session. Different departments may have different needs.

James Owen Prayag

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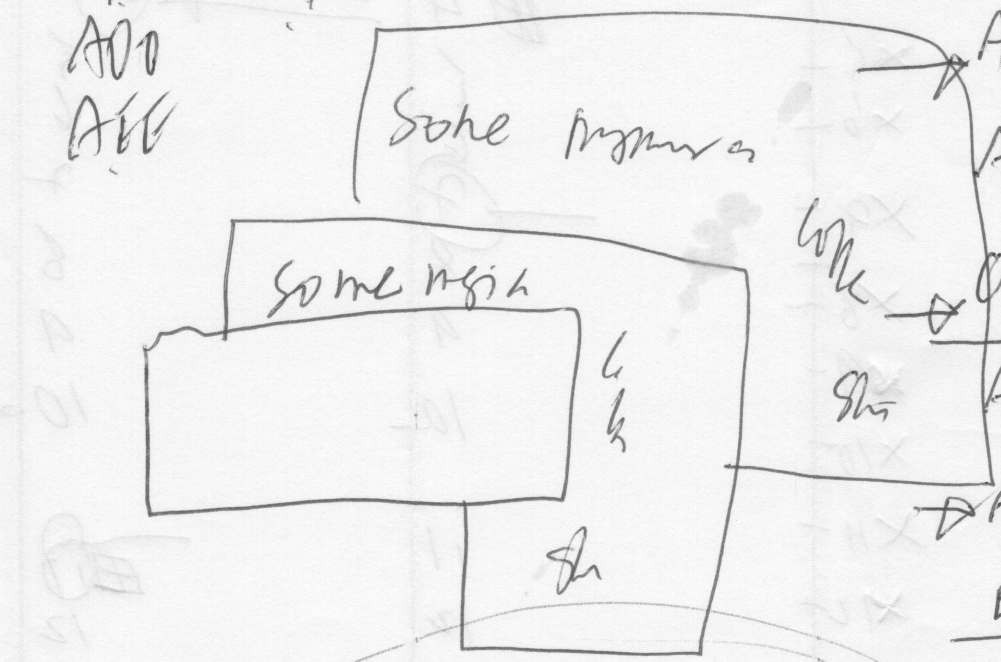

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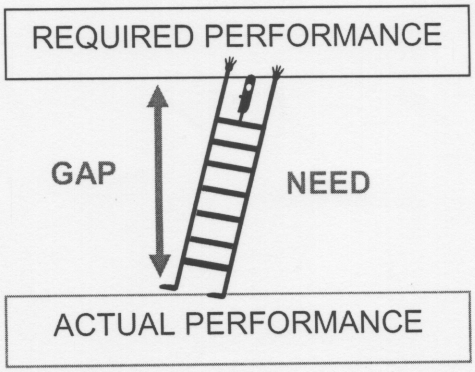
Fortis Clinique Darné
Wellkin Hospital

Training Needs Assessment (TNA) Guidance



A training need exists when there is a gap between the required performances of a person to perform work competently and, what is actually known of the performance of that person.

A "Training Needs Assessment" or "Training Needs Analysis", is the method of determining if a training need exists and if it does, what training is required to fill the gap.

1. The results of training needs analysis will highlight the subject matter needed to be covered during the training course.
2. The knowledge and skills gained during the training will increase abilities and allow participants to perform their jobs at an acceptable level.

The needs assessment can be quite simple and obvious.
For example, when a new Multi-Parameter Cardiac Monitor is purchased, it is assumed that no one has the knowledge on how to operate it – and this training need is noted.
However, if the organization was substituting brands (e.g. - from Philips to Siemens), then the need may not be as obvious, as the staffs would have had prior knowledge about the basic use of a cardiac monitor. But, if the new monitor has more advanced functions than the basic one, then training is required for those functions.

By conducting training needs analysis, we can target the group that needs to be trained, as well as, improve on exactly what training is required.

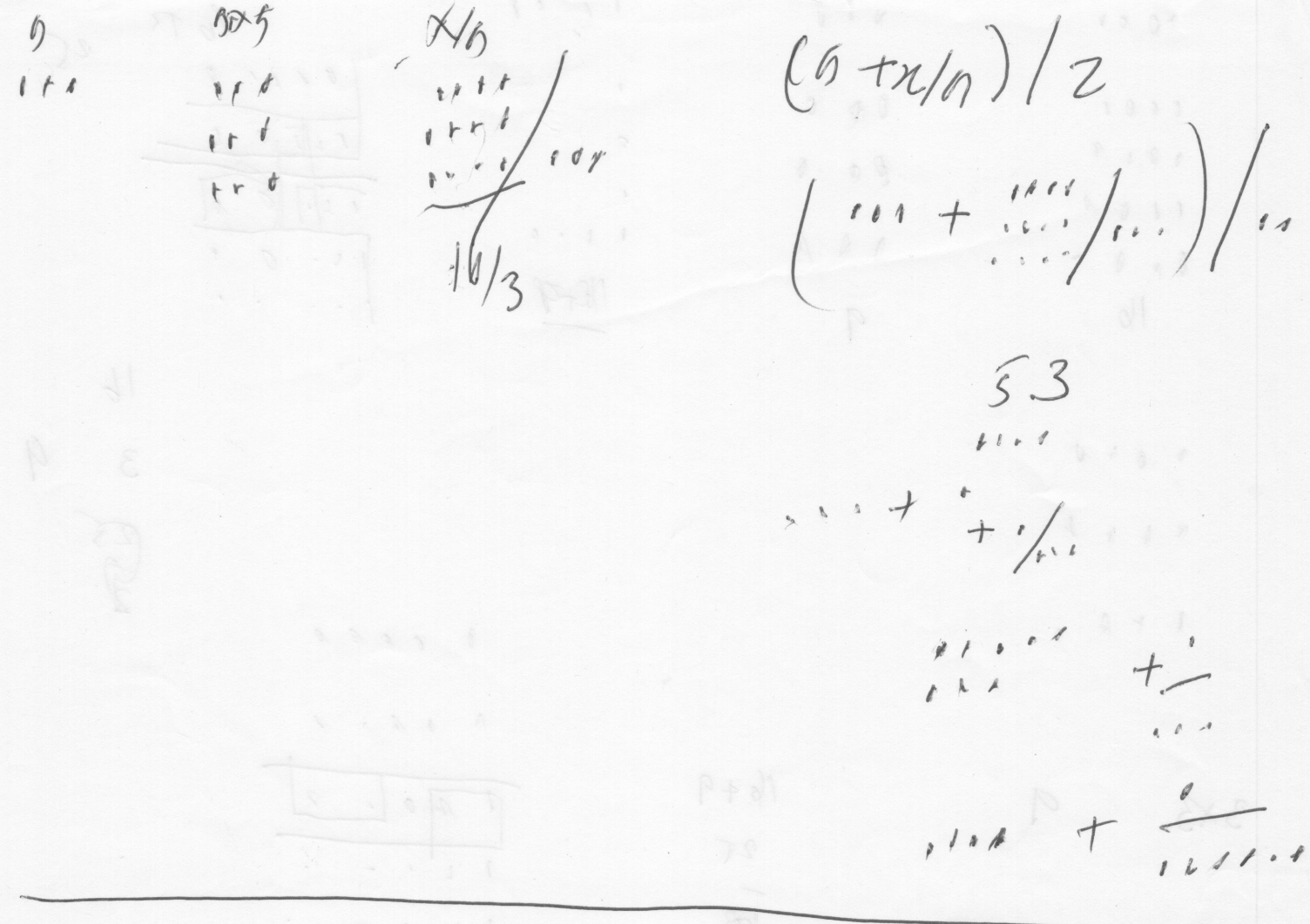
The purpose of conducting a needs assessment is to prevent a quick fix approach to business problems.
A TNA done correctly will ensure that the result addresses the real issues and, effectively focuses on the appropriate resources, time and effort toward targeted solutions.

The reasons for doing training needs assessment:

- To determine whether training is needed;
- To determine causes of poor performance;
- To determine content and scope of training;
- To determine desired training outcomes;
- To provide a basis of measurement;
- To gain management support. (By focusing on Business Objectives)

The Needs Assessment Process
The assessment can be as detailed & involved as needed.
Factors to consider when considering the level of detail are time, money, number of people involved, criticalness of skills, anticipated Return On Investment (ROI), resources available, etc.

James Owen Prayag



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JOB Description index